

Instructions for Using the FNS 640 Compilation Spreadsheet FNS 640-3 through 5

The FNS-640 MS Excel Workbook is designed to be used with the Optional FNS-640 Data Summary Sheet to compile the FNS-640 reports summarizing the results of CRE reviews in large and small SFAs which must be submitted to FNS by March 1 each year. The spreadsheet will summarize data for up to 500 CRE reviews. To use the spreadsheet:

1. Select the tab **SA Name**. Enter the abbreviation for the State Agency and the school year being reported.

2. Select the tab **Review Data**. Information from each block on the FNS-640 Data Summary sheet is transferred to the appropriate column on the spreadsheet. Each CRE review will be recorded on one row of the spreadsheet. All reviews are recorded on this worksheet.

For items recorded with a checkbox, place an X in the appropriate column under the corresponding question number on the spreadsheet. For items recorded as a number or dollar amount, enter the number or dollar amount under the corresponding question number on the spreadsheet.

The window of the spreadsheet scrolls so that the SFA Name and Date of Review and the column headings showing the Block numbers from the Data Summary Sheet remain visible as data is entered for the different items on the summary sheet and for additional reviews.

3. When all reviews have been entered, select the tabs 640 Small and 640 Large and click the print button or select Print on the File menu to print the FNS-640 Reports. The spreadsheet summarizes the data entered and creates an FNS-640 report for Large and Small SFAs.

The screen captures on the following pages show the how the columns on the Review Data worksheet appear when data from the Optional Data Summary sheet is entered.

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